

## Department of Public Health and Human Services – Procedure



**Category:** *Category Titles*

**Procedure:** *Document Title*

**Procedure Number** *(Optional)*

*(Please delete all blue italicized instructional text in final published version)*

### 1. **PURPOSE**

*Describe the purpose of the procedure (i.e. what the procedure will accomplish) and perhaps discuss the background and reasons why the procedure is needed.*

### 2. **SCOPE**

*Outlines the activities, area, department, group or personnel to which the procedure applies. What triggers the beginning of the process and what signals that the process has ended? What signals that the intended outcome was achieved?*

### 3. **RESPONSIBILITY**

*Briefly defines, by function, all personnel who are responsible for carrying out the procedure. May also define personnel who have the authority over the document and/or process.*

### 4. **DEFINITIONS**

*Words, abbreviations or actions that may be ambiguous, unique to the procedure, or that may not be readily understood by the reader should be clearly defined.*

### 5. **PROCEDURE**

- Paragraph describing step or task one. The term “step” is synonymous with the “task”. If an accompanying flowchart is provided, then the flowchart symbols should be assigned a sequential number, and the step number in the written procedure should coincide with the flowchart symbol number. The very first step should identify what triggers initiation of the procedure.*
- Paragraph describing step two.*
- Paragraph describing step three, and so on.*

### 6. **RELATED DOCUMENTATION**

*Cite any documents or digital information that is referenced in the Purpose, Procedure, or Definitions section of this document. Also, list any Policies (using the standard naming convention assigned by the Policy & Procedure Administrator) that is directly supported by this procedure. The policy states the guiding principle; the procedure describes the process through which the policy will be carried out.*

### 7. **RELATED FEDERAL OR STATE GUIDANCE (IF APPLICABLE)**

*Cite any Federal contracts, Federal laws, Montana Code Annotated (MCA), Administrative Rule (ARM) or other pertinent guiding input that authorizes and/or informs this procedure.*

*If possible, include a link to the MCA or ARM that will be kept current.*

### Formatting specifications for using standards template:

- Font Color - Black (**Automatic** in Word)
- Font Size – 12pt in Word
- Font Type – Arial
- Justification – Left
- Do not to use italics at all in final documents, as they may be hard for some to read.
- Do not use underlining as it is associated with hyperlinks.
- Avoid the use of jargon in any document
- Do not use acronyms – spell out the complete phrase. For example “FYE” should read “fiscal year end”
- Do not use specific names of people, please use their job title. For example, do not write, “Forward the form to Joe Smith.” Instead, write, “Forward the form to the technology services email at dphhstech@mt.gov.”

### Document Titles

- Do not use the words “Policy” or “Procedure” in the title of the document. For example, a policy regarding Employee Travel should be titled “Employee Travel” not “Employee Travel Policy.”
- No policy or procedure should have the same name as another. Also, be aware of using generic titles (such as “Incident Reporting,” since more than one division may have an incident reporting process).